

**Opening Date:** February 22, 2019  
**Closing Date:** Open until filled  
**Work Location:** Austin, Texas  
**Posting Number:** 19-20R  
**Monthly Salary:** \$3,293.42 - \$4,325/month\*  
**Group/Class:** B18/1571  
**Travel %:** 5%  
**Division/Department:** WSC/Admin  
**Number of Positions:** 1

\*Salary commensurate with experience and qualifications  
\*Previous candidates must re-apply

## INTERNAL ONLY

# JOB VACANCY NOTICE

## Water Science & Conservation Program Specialist (Program Specialist II)

### REPOST

Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701, via facsimile (512) 463-7644, via email  
HR@twdb.texas.gov or via Work in Texas ([www.workintexas.com](http://www.workintexas.com)).  
Refer to Human Resources (512) 475-2142. Equal Opportunity  
Employer

### Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of *OS Operations Specialist, 641X LDO – Administration, 205 Operations Specialist, 16 Operations – Operations Support* or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf).

### Job Description Summary

Performs moderately complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing WSC programs and providing consultative services and technical assistance to agency staff, governmental agencies, community organizations, or the public. May train others. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Assistant Deputy Executive Administrator of the Office of Water Science & Conservation.

### Essential Job Functions

- Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to WSC assignments.
- Assists in analyzing legislation relating to the implementation, improvement, and/or expansion or reduction of WSC programs and funding.
- Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for WSC information and reports.
- Serves on the Water Science & Conservation bill analysis team, functioning as liaison with other offices of the agency and principal coordinator of the WSC analysis process.
- Assists WSC staff in determining trends and resolving technical problems. Coordinates the collection and distribution of Water Science & Conservation performance measure data. Updates programmatic documentation monthly with relevant information.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)  
Revised 5/25/2018



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

## Job Vacancy Notice (cont.)

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- Coordinates the timely update of Water Science & Conservation work process documents and other internal documents. Tracks updates and works with the leadership team to ensure that reviews and updates are completed within the appropriate timeframe.
- Assists in preparing and evaluating WSC budget requests.
- Assists in preparing justifications for the implementation of procedural or policy changes.
- Serves as a liaison to staff, government agencies, community organizations, or the public to explain and provide technical assistance on WSC-related program specifics and requirements.
- Monitors and reviews compliance with program policies and procedures, statutes, and rules for assigned program.
- Prepares comprehensive reviews of literature, statutes, rules, and/or policies and prepares administrative reports, studies, and specialized research projects.
- May recommend and coordinate activities to produce an effective program.
- May assist in the developing policy and procedure manuals.
- Participates in independent job-related research and demonstrates initiative when seeking solutions to issues.
- Provides superior customer service to internal and external customers.
- Participates in seeking job-related training opportunities.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Graduation from an accredited four-year college or university with coursework in Environmental Studies, Planning, Policy or a related field.
- Three to five years of experience.
- Grade point average of 2.5 or higher.
- Relevant education and experience can be substituted on a year-for-year basis.

### **Preferred Qualifications**

- Previous work experience in Natural Resources field.
- Previous experience with GIS software and applications.
- Knowledge of water conservation, water resources, flooding, and water planning.

### **Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to the Office of Water Science & Conservation and of the principles and practices of public administration.
- Knowledge of public administration and management techniques.
- Knowledge of basic statistical methods and statistical analysis processes.
- Knowledge of budget processes.
- Knowledge of basic research techniques.
- Knowledge of program management processes and techniques.
- Knowledge of basic hydrology.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.

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- Skills in proficient use of computer software products to include Word, Excel, Power Point, Access, and GIS.
- Skills in performing research.
- Ability to adhere to work schedules, follow procedures with respect to leave, and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to prepare well-written reports.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to devise solutions to problems.
- Ability to develop, evaluate, and interpret policies and procedures.
- Ability to coordinate with other staff to ensure continuity and consistency.
- Ability to manage multiple tasks and schedule work to maintain regular progress on assignments and meet deadlines.

### **Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.